

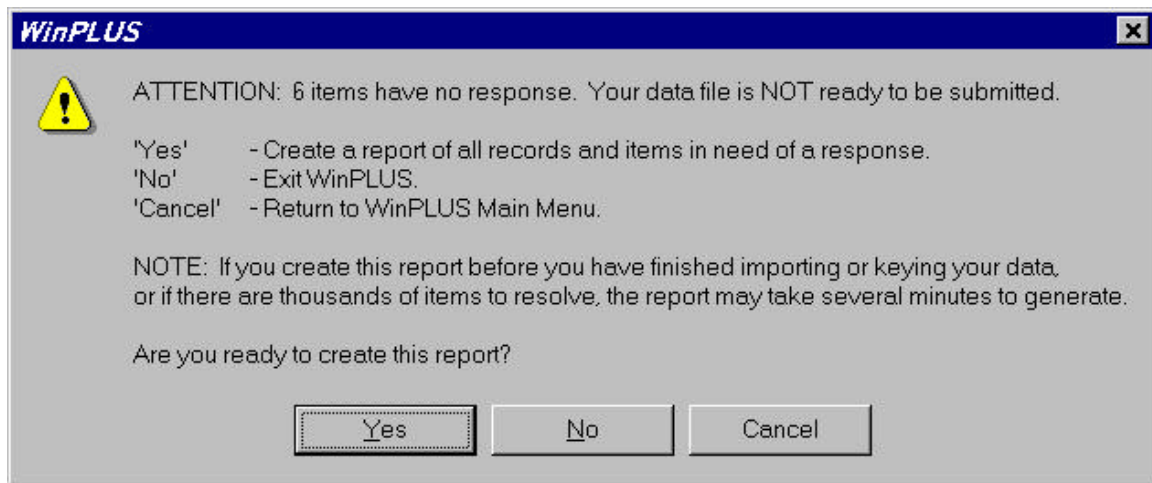
## 6 Prepare File for Submission

When your data are edited and final, run the -2 report by selecting the 'Quit' option on the WinPLUS Main Menu.

**Note:**

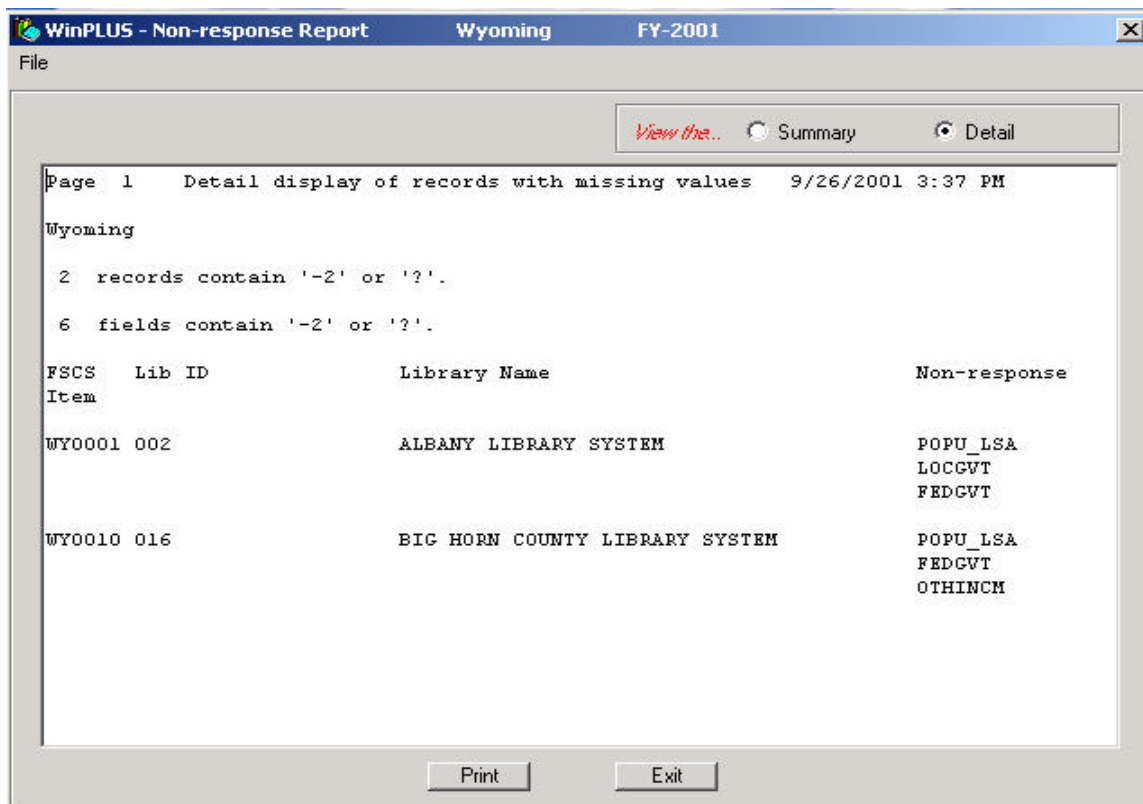
?? No data file containing -2s will be accepted for submission to NCES. When you select the 'Quit' option and then select "Yes", the 'Minus 2' Report will be generated (if applicable), listing the records that contain -2s in the administrative entity file and outlet file, along with the following message: 'The data file contains -2 values and should not be submitted. Please review the report, enter valid data, and rerun this option.'

?? This option should be run even if you are zipping/ FTPing your files to send to Census.

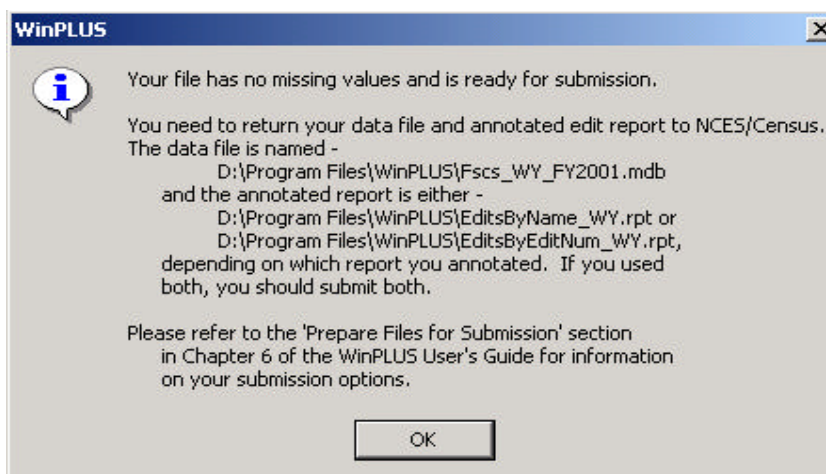


The user may view the -2 Report by 'Summary' or by 'Detail' by clicking on the desired option. Use WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Record(s)' to replace the -2s with valid data, and then proceed again with the 'Quit' option to verify that no -2s are on your files before submitting the data.

The following screen shows the 'Detail' view of records that contain -2 values. Items with -2s are listed in the column labeled "Non-response Item".



If your data file does not contain -2 values, the following screen will be displayed, providing instructions for submitting your data files.



**The following materials must be received for your data submission to be complete:**

1. Your edited, final data, submitted by Web browser, FTP, e-mail, or regular mail. Please verify that the following file is included in the transmission: **FSCS\_XX\_FYZZZZ.MDB** (your state abbreviation will replace 'XX' and the fiscal reporting end year will replace "ZZZZ" in the file name.).
2. A copy of your annotated final edit report. Annotations should be made to the final edit report regarding data that fail edits but are in fact correct, to eliminate unnecessary edit follow-up by Census. You may annotate the edit report in the WinPLUS software, print the edit report for annotation by hand, or open the edit report in Word or another word processing program for annotation. **Please read section 5.9—View/Annotate Edit Report before annotating the final edit report using WinPLUS!** If you submit an unannotated edit report, you must include explanations about the data in a cover letter, including statements that you have reviewed the edit report and the data are final.
3. The signed State Librarian Certification form. A copy of this form is included in the letter you received with the user's guide.

In addition, when you are submitting the required materials, the NCES requests that you provide, in writing, the number of hours it took your state to complete the process. The NCES is required to provide the Office of Management and Budget (OMB) with statistics regarding your total paperwork burden.

If you have any questions about the data submission options described below, please contact either Cynthia Ramsey or Maria Polcari at 1-800-451-6235 or via e-mail at **govs.pls@census.gov**.

**Data Submission by Web Browser or File Transfer Protocol (FTP)**

You are encouraged to submit your data file (FSCS\_XX\_FYZZZZ.MDB) and annotated edit report file (EditsByName\_XX.rpt or EditsByEditNum\_XX.rpt, as appropriate) over the Internet via a Web browser or via a File Transfer Protocol (FTP) program. You can fax your State Librarian Certification form to the PLS Census Staff at (866) 394-0138.

To submit your files via a Web browser, type 'http://www.census.gov/govs/www/pls.html' and select 'Submitting Data' to get to the 'Send a File Utility'. Complete the form and then click on the 'Send File' button.

If you are using an FTP program, ftp.census.gov is the Census FTP server. Log on with the user name 'anonymous' and your e-mail address for the password. Change to the 'pub/incoming/govs/pls' directory. Transfer your data file (FSCS\_XX\_FYZZZZ.MDB) and edit report file (EditsByName\_XX.rpt or EditsByEditNum\_XX.rpt, as appropriate).

If you do not use the 'Send a File Utility', please send an e-mail message to **govs.pls@census.gov** to let Census know that you have sent the data files.

**Data Submission by E-Mail**

You may submit your data file (FSCS\_XX\_FYZZZZ.MDB) and edit report file (EditsByName\_XX.rpt or EditsByEditNum\_XX.rpt, as appropriate) over the Internet by attaching the files to an e-mail message. You may want to use file compression software (e.g. PKZIP) to compress the files and package them all within one file. This will save space and may simplify the transfer. Attach the file(s) to an e-mail message addressed to **govs.pls@census.gov** You can fax your State Librarian Certification form to the PLS Census Staff at (866) 394-0138

Note: If you choose to send any portion of your data submission via regular mail, please refer to the mailing instructions below.

**Data Submission by Regular Mail.** Please mail your complete FSCS submission to:

**U.S. Postal Service—including  
Express Mail**  
Cynthia Ramsey or Maria Polcari  
U.S. Department of Commerce  
U.S. Census Bureau  
Washington, DC 20233-6800

**Overnight Delivery—Federal Express  
or United Parcel Service (UPS)**  
Cynthia Ramsey or Maria Polcari  
U.S. Department of Commerce  
U.S. Census Bureau  
8905 Presidential Parkway  
Washington Plaza, Bldg 2, Room 508  
Upper Marlboro, MD 20772  
Phone: (301) 457-1168